

## Succession Management Plan

**Instructions:** The individual currently occupying the **key position** completes Steps One and Two on this Form and seeks concurrence from his/her supervisor. Supervisor provides information to Assistant Director. Assistant Director maintains “key position” official files and distributes to Division as deemed appropriate. Evaluation of the program (Step Three) is reported on the **Succession Management Evaluation Form** by Manager of any key position to Assistant Director. These completed Evaluation forms shall be submitted through the chain of command and ultimately packaged for the Director’s review.

**Step One:** Identify a **Key Position** for Succession \_\_\_\_\_

**Step Two:** Identify **Competencies, Responsibilities, Duties, Tasks, and Essential Job Functions** of this Position. Then list specific examples of how these competencies, functions, etc. are exhibited in this job. (Use additional pages as necessary).

Competency, Responsibility, Task	Behavioral Examples

\_\_\_\_\_  
Signature of Incumbent - Key Position      Date

\_\_\_\_\_  
Supervisor      Date

\_\_\_\_\_  
Unit Manager      Date

\_\_\_\_\_  
Assistant Director      Date

**Step Three:** Interested employee completes a *Professional Development Plan* with the assistance of manager.

**Step Four:** Employee Assesses Ability by Verifying that he/she has closed developmental gaps with assistance of manager. This information is also recorded on the *Professional Development Plan*.

**Step Five:** Evaluate Program by monitoring developmental activity in your areas of influence, meeting with your manager to discuss internally filled positions and the success of the employees working in those positions.

Note: Steps One, Two to be completed by incumbent of key position; Steps Three & Four to be completed by interested employee. This form to be made available at ADOA Human Resources.